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U.S. Department of Agriculture

MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES

Subject: Agreement on Standard and Department Forms

In an effort to clear up the existing confusion regarding the purchase of standard and department forms which are to be used in connection with various emergency activities of the Department, a meeting was held in the office of W. A. Jump, director of finance, on July 23. The purpose of the meeting was to arrive at an agreement that would guarantee that emergency funds are used to pay for standard and department forms needed in emergency work. Last year several bureaus got forms from the Central Supply Section for use in emergency work and the result was that the regular printing fund, allotted to the Office of the Secretary, became exhausted soon after January 1. Because of the convenience and economy of obtaining these forms through the Central Supply Section, it seemed imperative to work out a plan that would enable the bureaus to obtain this service for all standard and department forms -- those needed for emergency work as well as those needed for regular work. The following plan was adopted:

1. The regular printing and binding fund allotment to the Office of the Secretary will be available to the extent of approximately $15,000. This amount represents the annual average cost of standard and department forms prior to the initiation of emergency activities. Inasmuch as regular department work is still on a decreased basis, it is reasonable to assume that all demands for forms above the previous average are due to emergency work.

2. The Secretary will withdraw $15,000 from the administrative allocation to the Secretary previously allotted to the Soil Conservation Service from emergency funds and allot this amount to the Office of Information. The Director of Information will honor requests of the Central Supply Section on this fund for the purchase of standard and department forms for the agencies which have heretofore obtained these forms from Central Supply Section for emergency work.

3. The $30,000 above ($15,000 regular, $15,000 emergency) will probably take care of all needs, with the exception of the Soil Conservation Service, for regular work. The Department printing and binding fund has not as yet taken over payment for forms used by the Soil Conservation Service in its regular work. To cover the cost of standard and department forms used in its regular activities, Soil Conservation Service will therefore reserve about $10,000 from its regularly appropriated funds, for this purpose. As soon as practical after January 1, 1937 the Soil Conservation Service will check its requisitions to determine the number of forms obtained from the Central Supply Section for regular work, get from the Office of Information an estimate of the cost of such forms, and then estimate its needs for the remainder of the fiscal year. Requisitions totaling this amount can then be drawn by the Office of Information to replace forms used for regular SCS activities.

4. To provide against unforeseen shortage toward the end of the fiscal year, special reserves for the purchase of standard forms used in emergency work will be set up immediately from W.P.A. allotments by the following bureaus: Biological Survey, $1,000; Entomology and Plant Quarantine, $1,000; Forest Service, $1,000. These reserves may be called upon by the Central Supply Section if needed.

5. Each bureau will order standard and department forms just as it has in the past, and the Central Supply Section will provide stocks ample to meet all reasonable orders. It is understood, however, that AAA will continue the plan in effect at present. The Forest Service will continue to place its large orders direct with the Government Printing Office and pay for them from emergency funds as in the fiscal year 1936. Small orders for eastern regions will be supplied as in the past by the Central Supply Section. Animal Industry will continue to order direct from the Government Printing Office and pay for from its fund for eradication of tuberculosis all standard and departmental forms used in this work, ordering from the Central Supply Section only for regular work. Public Roads will likewise continue the practice of purchasing direct from G. P. O. and paying for from special funds all standard and department forms used in special work.

6. This plan supersedes the proposal outlined in a memorandum from Mr. Jump to Mr. Eisenhower, dated July 7, 1936.

The meeting was attended by representatives of the Office of Budget and Finance, Office of Information, Bureau of Biological Survey, Bureau of Entomology and Plant Quarantine, Soil Conservation Service, and Central Supply Section. The plan outlined above met with unanimous approval.

Sincerely yours,

M. S. Eisenhower
Director of Information